

Micro-Internship Host Employer Guide

Thank you for partnering with us as a micro-internship host employer! Micro-internships are short-term, project-based internships that offer students an opportunity to gain practical experience and explore career fields. As a host employer, you play a crucial role in shaping the experience for interns, enabling them to build their skills while contributing to your organization's goals.

This guide offers best practices for hosting a micro-internship including suggested meeting content, evaluation responsibilities, and guidelines to ensure a productive and impactful experience for both you and the student.

Employer Expectations

As a host employer, we ask that you provide supervision and feedback to your micro-intern, onboard them to your organization, and schedule at least three meetings to guide their progress.

Open communication is key, so please reach out to the [Center for Career Success](#) if any concerns arise. Additionally, upon completion, fill out the student and program evaluations and ensure timely payment if the internship is compensated.

For a detailed breakdown of employer expectations, please refer to this hyperlinked [Micro-Internship Program Expectation Agreement](#). You will be sent a contract to sign via *Box* as well.

Meeting Guidelines

Micro-internship should include structured activities and regular check-ins to keep the intern engaged and progressing. Therefore, as a host employer, you are encouraged to meet with your student at least three times throughout the experience. These meetings are critical to ensuring that the student is well-supported and able to meet their micro-internship goals. Below are suggested topics for each of the three meetings after the initial introductory meeting with Career Success:

Meeting 1: Project Kick-off

Setting clear objectives for the micro-internship helps interns understand their role and how they can add value. Outline specific project goals, expectations, and deliverables as soon as the internship begins. In this first meeting, include:

- **A detailed project discussion** – define the scope and objectives of the project, and ensure tasks are realistic and achievable in the time frame.

Discuss:

- [Project goal\(s\)](#)
 - [Project milestones & timeline](#)
 - **Review the sequence of tasks** required to complete the project and due dates e.g. background research, interviewing team members, drafting an outline, etc.
 - Provide a mix of observational and hands-on tasks for a balanced learning experience if possible.
 - [Confirm deliverables](#) e.g. report, presentation, brochure, website, etc.
- **Communicate how the project aligns with your organization's broader goals**, and encourage your micro-intern to update their micro-internship goals to include any new learning goals based on the project
 - **Draft a schedule for when subsequent meetings will occur** – encourage open dialogue in between meetings via email or other preferred channels. Set expectations for response times. E.g. 24-48 hours etc.
 - **Confirm any on-site visits**, including date, time, dress code, documentation required, contact person on-site, and activities while on-site
 - **Offer training, professional development resources, or opportunities** if available
 - **Review the student's micro-internship goals** and discuss a plan to assist in meeting them if possible
 - **Confirm preferred contact information and a backup contact** – identify a main point of contact for questions or requests for guidance
 - Review the [student evaluation form](#) to be completed at the end of the micro internship (optional)
 - **Answer any questions (Q&A)**

Note: This micro-internship program and the related course ends on June 21st so the

project should be submitted to you by June 23rd.

Meeting 2: Mid-Point Check-in

- ☐ **Check on the project's progress** – allow opportunities for the intern to share updates and receive feedback
- ☐ **Discuss any questions or concerns**
- ☐ **Allow your micro-intern to conduct an informational interview** with you and if possible, arrange informational interviews with other team members to broaden the intern's network and knowledge
- ☐ **Provide feedback or advice on the work so far**
- ☐ **Review goals** – encourage the micro-intern to ask questions and reflect on their experience so far to reinforce learning

Meeting 3: Final Review and Feedback Session

- ☐ **Confirm the project is on track or complete** - hold a final meeting to review the project outcome and discuss the intern's performance
- ☐ **Discuss project deliverables and delivery date**
- ☐ **Provide specific, actionable feedback** to help the intern grow professionally. You can use the [evaluation form](#) linked here or do so informally
- ☐ **Conduct a resume/LinkedIn review**, incorporating the new skills gained (optional)
- ☐ **Review progress on goals and update goals**
- ☐ **Confirm if you will be a reference in the future** and provide preferred contact information for reference requests
- ☐ **Q&A**

Evaluation Responsibilities

Upon completion of the internship, please fill out an [evaluation](#) of the student's performance and [email it to us](#). This feedback is valuable for the student's growth and future professional endeavors. While you are not required to show the results to your micro-intern you are encouraged to do so for professional development purposes.

Additionally, we kindly ask you to complete an evaluation of the overall micro internship experience for our records. **You will be sent the program evaluation after the micro-internship concludes.**

Suggestions for a Successful Internship

- Establish clear and achievable goals for the student from the outset.
- Maintain open communication to encourage questions and provide guidance as needed.
- Offer constructive feedback throughout the internship to support the student's development.
- Facilitate networking opportunities where possible to help broaden the student's understanding of the industry.
- Provide a mix of observational and hands-on experiences to create a well-rounded learning environment.

Additional Resources and Contact Information

Thank you for hosting a Longwood micro-intern! For further support or resources please feel free to reach out to our team.

Program contact(s):

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Phone: 434-395-2681

Website: [Micro-internship Program | Employer Guide](#)

Location: Longwood University, Maugans, G05

Center for Alumni and Career Success

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Website: [Career Success](#)

Location: Longwood University, Maugans, G05